

**Chapter 4.4 KITTERY COMMUNITY CENTER BOARD of DIRECTORS**

**4.4.1 Appointment and Composition.**

A. Pursuant to the provisions of the Town Charter, Section 2.07(1), the Town Council establishes a Board of Directors for the Kittery Community Center at Frisbee Common to oversee those aspects of Center operations and facilities as delineated in this Chapter.

B. The Board consists of nine (9) voting members. Seven (7) are Kittery residents, serving staggered terms of office of three years each, plus the Town Manager and a Council-appointed Town Councilor. The Recreation Director and Town Planner are ex officio members without voting rights.

C. Resident appointments are to be comprised of individuals with demonstrable experience or association with recreation (3); arts and culture (2); economic or community development (1); plus a member-at-large (1).

D. The initial appointment of one recreation member, one arts and culture member, and the economic or community development member are for three years. The second recreation and arts and culture initial appointments are for two years, with the remaining two appointments for one year. All subsequent resident appointments, or reappointments, are to be for three year periods, except as provided in 4.4.1 I.

E. Members of the Board are appointed by the Town Council.

F. Municipal officers or officials, or a spouse thereof, may not serve as a resident member of the Board.

G. Members serve until their successors are appointed and qualified.

H. A member of the Board may be dismissed for cause by the Town Council before the expiration of such member's term after notice and hearing.

I. Vacancies are filled by Town Council appointment for the unexpired term.

**4.4.2 Powers and Duties.**

A. The Board shall elect annually a chairperson, vice chairperson, and secretary from its membership. It is the duty of the secretary to keep and maintain a permanent record of all meetings of the Board, and show the vote of each member upon each question.

B. A quorum consists of five or more members. All decisions must be made by a minimum of five like votes, except on procedural matters.

45 C. The Board shall propose bylaws for Town Council adoption to govern routine Board  
46 proceedings.

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48 D. The Board shall set agendas and hold meetings to perform duties.

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50 E. Any question of whether a particular issue involves a conflict of interest sufficient to  
51 disqualify a member from voting thereon is decided by a majority vote of the members present,  
52 subject to 4.4.2 B above, except the member who is being challenged, who may not vote on the  
53 issue.

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55 F. All records of the Board are public records, except as excluded under 1 M.R.S. §402 (3) (A)-  
56 (O), the Maine Freedom of Access (Right to Know) statute.

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58 G. The Board is to:

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60 1. Prepare and recommend a Long Range (5-Year) Community Center Development Plan for  
61 Council adoption, updated annually, and monitor and report on Plan implementation progress;

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63 2. Develop operational policies, and approve operating procedure protocols recommended by  
64 administration;

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66 3. Review and endorse an annual operating budget proposal for operations and facilities  
67 maintenance developed by administration;

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69 4. Develop and annually recommend a Capital Program to the Capital Improvement Program  
70 Committee; and

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72 5. Report quarterly for the first year of operation, then annually or at such intervals as the Town  
73 Council may direct thereafter, on programs, use, growth, and new activity at the Center. Such  
74 report may include elements to satisfy the Plan implementation progress report.